



**TOWN OF GREENWOOD
TOWN COUNCIL MEETING
100 W. Market Street
Wednesday, March 9, 2022 @ 6:30 P.M.**

APPROVAL OF MINUTES

1. Town Council Meeting Minutes February 9, 2022

POLICE

1. Verbal Report

TOWN MANAGER REPORT

1. Verbal Report – Janet Todd

OLD BUSINESS

1. Review of the Town Charter

NEW BUSINESS

1. Re-appoint Chris Petrone to P&Z for a 3 year term
2. Review/Reading of Ordinances 2022-01 through 2022-06 for possible adoption
3. Sale of 111 N. First St.
4. Purchase of Public Works Equipment
5. Discussion of Comp time and vacations for PD

EXECUTIVE SESSION

1. Executive session to discuss personnel matters in which the names, competency and abilities of an individual employee will be discussed (29 Del. C. & Sec.10004 (b)(9)).

RETURN TO OPEN SESSION

1. Discussion and possible action on matters discussed in executive session.

ADJOURNMENT

NOTES:

AGENDA SHALL BE SUBJECT TO CHANGE TO INCLUDE ADDITIONAL ITEMS (INCLUDING EXECUTIVE SESSIONS) OR THE DELETION OF ITEMS (INCLUDING EXECUTIVE SESSIONS), WHICH ARISE AT THE TIME OF THE MEETING. [29 Del. C. Sec.10004 (e)(3)].

ALL ITEMS ON THE COUNCIL MEETING AGENDA ARE SUBJECT TO A POTENTIAL VOTE.

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE.

In accordance with 29 Del.C. §10004(e)(2), this Agenda was posted on March 2, 2022, at least seven (7) days in advance of the meeting.

Town of Greenwood
Town Council Meeting Minutes
Attendance by Virtual Zoom Meeting Only
Personal Meeting ID #: 917 086 0517
Passcode: 9Ww9FF
Wednesday, February 9, 2022

Call to Order

Mayor Donovan called the meeting to order at 6:30 pm.

Councilmen and Officials Present

Mayor Donald Donovan, Vice-Mayor Willard Russell, Councilman Norman Reed, Councilman Donald Torbert, Councilman Mike Moran, Police Sergeant J. P. Cullen, Town Manager Janet Todd, Town Clerk Carolyn Chisenhall

Approval of Minutes

Motion by Councilman Moran, Seconded by Vice-Mayor Russell to approve the Minutes of the January 12, 2022, Town Council Meeting. CARRIED by Unanimous Vote.

Motion by Councilman Reed, Seconded by Councilman Moran to approve the Minutes of the January 24, 2022, Special Meeting of the Town Council. CARRIED by Unanimous Vote.

Police Report

Sergeant Cullen presented the Police Report. The Police Department has been preparing for the start of the new Chief on Monday.

Town Manager Report

1. We are planning renovations to Town Hall, to start March 28. Town Hall doesn't have its own bathroom, therefore we will be taking over one of the two Police Department bathrooms, adding an entrance to it on our side and sealing it off on the Police side. We will also make room for a cabinet to house a coffee pot, microwave, etcetera.
2. On next month's agenda, we will be reviewing some Ordinances that have things in them that no longer pertain to the Town. Updates to the Employee Handbook will also be presented.
3. Republic Trash will be putting an increase on the Town's bill next month. This is the last year of our contract, so this is the final increase before we either rebid or renew with them.
4. I'd like Council to consider putting the lot at 111 N. First Street out for sealed bid. This property is no good to us and costs the Town money to maintain each year. We also have a John Deere tractor to liquidate. Shelley has taken over that project and has that advertised.
5. Stop in occasionally and check your mailbox. We've started putting things in there.
6. Monition sales are moving forward.

Vice-Mayor Russell questioned the trash increase, and Manager Todd explained that the increase is to the Town, not the residents.

Old Business

None

New Business

1. Mayor Donovan instructed the newly re-elected Councilmen to stand to be sworn in. Vice-Mayor Russell, Councilman Reed, and Councilman Torbert took the Oath of Office. For reorganization, Vice-Mayor Russell nominated Mayor Donovan to serve as Mayor. There were no other nominations. Councilman Reed nominated Vice-Mayor Russell to again serve as Vice-Mayor. There were no other nominations. Councilman Reed nominated Councilman Torbert to serve as Secretary. There were no other nominations. Officers are: Mayor – Donald Donovan; Vice-Mayor – Willard Russell; Secretary – Donald Torbert.
2. Council has been given a copy of the Charter to be reviewed for changes.
3. Our new Police Chief, Phillip Thomas, will be sworn in and starts Monday. We'd like to welcome Chief Thomas.
4. Hannah Byler was removed from the Board of Adjustments where she had filled in while Randy Willey was out of town. She was then appointed to the Planning and Zoning Committee with a Motion by Councilman Torbert, Seconded by Vice-Mayor Russell. She will replace James Westoff as his commission has expired. CARRIED by Unanimous Vote.

Executive Session

Councilman Moran made a motion to enter Executive Session at 6:44p.m. Seconded by Councilman Reed. CARRIED by Unanimous Vote.

Return to Open Session

Return to Open Session at 7:03p.m. Motion made by Councilman Moran to grant permission for the employee to carry over vacation time. CARRIED by Unanimous Vote.

Adjournment

Moved by Councilman Reed and Seconded by Councilman Torbert to adjourn the meeting at 7:04 p.m. CARRIED by Unanimous Vote.

Attested _____, Town Manager



**TOWN OF GREENWOOD
100 W. MARKET ST.
GREENWOOD, DE. 19950
PH# 302-349-4534**

**TOWN OF GREENWOOD
NOTICE OF PUBLIC HEARING
PLANNING COMMISSION HEARING: TUES. MARCH 8, 2022 @ 6:30 PM
TOWN COUNCIL HEARING: WED., MARCH 9, 2022 @ 6:30 PM**

NOTICE IS HEREBY GIVEN the Planning Commission of the Town of Greenwood will hold a Public Hearing on an amendment to the Town of Greenwood 2019 Comprehensive Plan on Tuesday March 8, 2022 at 6:30 pm.

A FINAL PUBLIC HEARING is scheduled on Wednesday March 9, 2022 at 6:30 pm or as soon thereafter before Greenwood Town Council. Following the hearing, the ordinance may be adopted, with or without amendments.

**ORDINANCE 2022-01
AMENDING AND ADOPTING BY ORDINANCE THE 2019
TOWN OF GREENWOOD COMPREHENSIVE PLAN
LANDS OF QUEENA MAST AND MARK YODER
2 N. FIRST STREET, GREENWOOD
CONSISTING OF +/- .0001 acres
Tax Map Parcel No. 530-9.16-27.00
FUTURE LAND USE DESIGNATION CHANGE FROM R-1 TO R-3**

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the Town of Greenwood established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702 Comprehensive Development Plan of the Delaware Code, the Town of Greenwood adopted an ordinance to implement the current Comprehensive Plan, and

WHEREAS, the Town of Greenwood received a waiver from PLUS for the minor plan amendment to change the Future Land Use designation from R-1 to R-3 on parcel 530-9.16-27.00; and

WHEREAS, the amendment involves changes to the Comprehensive Plan Future Land Use, which will permit the future land use designation of one parcel to an alternate future land use designation and

WHEREAS, the Town of Greenwood Planning Commission held a duly advertised public hearing for public review and comment on the amendment to the 2019 Comprehensive Plan on March 8, 2022, and did recommend approval and adoption of the amendment to the 2019 Comprehensive Plan, and

WHEREAS, the Mayor and Town Council held a duly advertised public hearing on the amendment of the 2019 Comprehensive Plan on March 8, 2022, at which time the amendment of the 2019 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE TOWN OF GREENWOOD HEREBY ORDAINS that the amended 2019 Comprehensive Plan is hereby adopted March 9, 2022, and the amended 2019 Comprehensive Plan for the Town of Greenwood becomes effective immediately.

Planning Commission Review & Public Hearing: March 8, 2022
City Council Review & Public Hearing: March 9, 2022
Adoption: _____, 2022
Effective: _____, 2022



**TOWN OF GREENWOOD
100 W. MARKET ST.
GREENWOOD, DE. 19950
PH# 302-349-4534**

SYNOPSIS:

Queena Mast and Mark Yoder, 2 N. First Street, Tax Parcel 530-9.16-27.00; change in future land use designation from R-1 to R-3.

Additional information may be obtained by contacting Greenwood Town Hall at 302-349-4534.

Published: Delaware State News (name of paper) _2-17-2022_ (date of publication)



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**ORDINANCE 2022-02
AMENDING AND ADOPTING BY ORDINANCE THE 2019
TOWN OF GREENWOOD COMPREHENSIVE PLAN
LANDS OF QUEENA MAST AND ETHAN MAST
102 NORTH STREET, GREENWOOD
CONSISTING OF +/- .0001 acres
Tax Map Parcel No. 530-9.16-29.03
FUTURE LAND USE DESIGNATION CHANGE FROM R-1 TO R-3**

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 7-Establishment; Membership, of the Delaware Code, the Town of Greenwood established a Planning Commission, and

WHEREAS, pursuant to Title 22-Municipalities, Chapter 7-Planning Commission, Section 702 Comprehensive Development Plan of the Delaware Code, the Town of Greenwood adopted an ordinance to implement the current Comprehensive Plan, and

WHEREAS, the Town of Greenwood received a waiver from PLUS for the minor plan amendment to change the Future Land Use designation from R-1 to R-3 on parcel 530-9.16-29.03; and

WHEREAS, the amendment involves changes to the Comprehensive Plan Future Land Use, which will permit the future land use designation of one parcel to an alternate future land use designation and

WHEREAS, the Town of Greenwood Planning Commission held a duly advertised public hearing for public review and comment on the amendment to the 2019 Comprehensive Plan on March 8, 2022, and did recommend approval and adoption of the amendment to the 2019 Comprehensive Plan, and

WHEREAS, the Mayor and Town Council held a duly advertised public hearing on the first amendment of the 2019 Comprehensive Plan on March 8, 2022, at which time the amendment of the 2019 Comprehensive Plan was reviewed with the public.

NOW, THEREFORE, THE TOWN OF GREENWOOD HEREBY ORDAINS that the amended 2019 Comprehensive Plan is hereby adopted March 9, 2022, and the amended 2019 Comprehensive Plan for the Town of Greenwood becomes effective immediately.

Planning Commission Review & Public Hearing: March 8, 2022

City Council Review & Public Hearing: March 9, 2022

Adoption: _____, 2022

Effective: _____, 2022



**TOWN OF GREENWOOD
100 W. MARKET ST.
GREENWOOD, DE. 19950
PH# 302-349-4534**

SYNOPSIS:

Queena Mast and Ethan Mast, 102 North Street, Tax Parcel 530-9.16-29.03; change in future land use designation from R-1 to R-3.

Additional information may be obtained by contacting Greenwood Town Hall at 302-349-4534.

Published: Delaware State News (name of paper) __2-17-2022__(date of publication)

Town of Greenwood Comprehensive Plan



May 29, 2019
Revised March 3, 2021

MAP 6 - FUTURE LAND USE

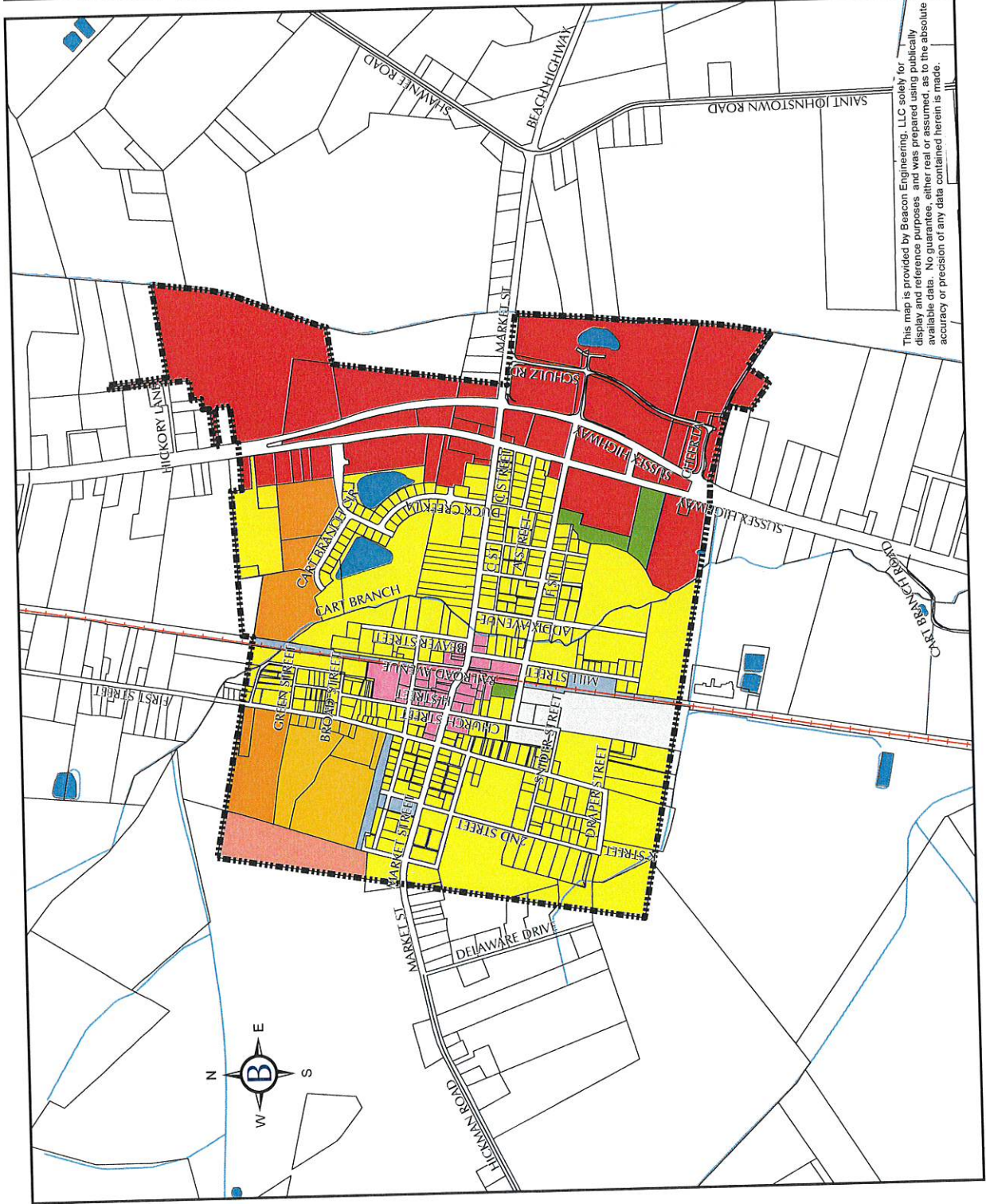
LEGEND

Greenwood Town Limits

- Tax Parcel
- Roadway
- Rail Line
- Waterway
- Ponds

FUTURE LAND USE

- Downtown Commercial
- Highway Commercial
- Manufacturing and Industrial
- Open Space
- R1 Low Density Residential
- R2 Medium Density Residential
- R3 High Density Residential
- Residential Planned Community
- Utility





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A FINAL PUBLIC HEARING is scheduled on Wednesday March 9, 2022 at 6:30 pm or as soon thereafter before Greenwood Town Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2022-03

**LANDS OF QUEENA MAST AND MARK YODER FOR A CHANGE OF ZONE
FROM R-1 TO R-3 ON +/- .0001 ACRES OF LAND LOCATED AT
2 N. FIRST STREET, GREENWOOD
PRESENT USE: R-1
PROPOSED USE: R-3**

**APPLICANT PROPOSES TO USE PROPERTY FOR A LODGING HOUSE FOR ELDER CARE
TAX MAP PARCEL NO. 530-9.16-27.00**

WHEREAS, the owners of the property, as described herein, have petitioned the Town of Greenwood for a Change of Zone from R-1 to R-3 to permit a lodging house for elder care at property located at 2 North First Street, Greenwood;

WHEREAS, a change of zone request is consistent with the 2019 Comprehensive Land Use Plan, as amended, whose designation for the property is R-3; and

WHEREAS, the Town of Greenwood Planning Commission considered the application during its meeting on March 8, 2022, at which time the interested parties commented publicly on the application allowing an informed recommendation to be forwarded to Town Council, and

WHEREAS, the Mayor and Town Council held a duly advertised public hearing on the application to allow for additional public comment and further review of the application, after which a final determination was made; and

WHEREAS, as required by the Town Zoning Ordinance, the public notice was published in Cape Gazette on _____, posted at Town Hall and in two public places, provided to property owners within 200 feet of the subject parcel, and posted on the subject parcel;

NOW, THEREFORE, BE IT RESOLVED THE TOWN OF GREENWOOD HEREBY ORDAINS as follows:

Section 1. The adoption of this Ordinance grants Legal Owners Queena Mast and Mark Yoder a Change of Zone from R-1 to R-3 on +/- .0001 acres of land located at 2 North First Street, Greenwood, Delaware, Tax Map Parcel No. 530-9.16-27.00.

Section 2. Any future use of the property must comply with Ordinance A-1 of the Town Code.

Section 3. Scheduled Dates:

Planning Commission Review & Public Hearing: March 8, 2022

City Council Review & Public Hearing: March 9, 2022



**TOWN OF GREENWOOD
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PH# 302-349-4534**

Adoption: _____, 2022
Effective: _____, 2022

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ORDINANCE 2022-04

**LANDS OF QUEENA MAST AND ETHAN MAST FOR A CHANGE OF ZONE
FROM R-1 TO R-3 ON +/- .0001 ACRES OF LAND LOCATED AT
102 NORTH STREET, GREENWOOD**

PRESENT USE: R-1

PROPOSED USE: R-3

**APPLICANT PROPOSES TO USE PROPERTY FOR A LODGING HOUSE FOR ELDER CARE
TAX MAP PARCEL NO. 530-9.16-29.03**

WHEREAS, the owners of the property, as described herein, have petitioned the Town of Greenwood for a Change of Zone from R-1 to R-3 to permit a lodging house for elder care at property located at 102 North Street, Greenwood;

WHEREAS, a change of zone request is consistent with the 2019 Comprehensive Land Use Plan, as amended, whose designation for the property is R-3; and

WHEREAS, the Town of Greenwood Planning Commission considered the application during its meeting on March 8, 2022, at which time the interested parties commented publicly on the application allowing an informed recommendation to be forwarded to Town Council, and

WHEREAS, the Mayor and Town Council held a duly advertised public hearing on the application to allow for additional public comment and further review of the application, after which a final determination was made; and

WHEREAS, as required by the Town Zoning Ordinance, the public notice was published in Cape Gazette on _____, posted at Town Hall and in two public places, provided to property owners within 200 feet of the subject parcel, and posted on the subject parcel;

NOW, THEREFORE, BE IT RESOLVED THE TOWN OF GREENWOOD HEREBY ORDAINS as follows:

Section 1. The adoption of this Ordinance grants Legal Owners Queena Mast and Ethan Mast a Change of Zone from R-1 to R-3 on +/- .0001 acres of land located at 102 North Street, Greenwood, Delaware, Tax Map Parcel No. 530-9.16-29.03.

Section 2. Any future use of the property must comply with Ordinance A-1 of the Town Code.

Section 3. Scheduled Dates:

Planning Commission Review & Public Hearing: March 8, 2022
City Council Review & Public Hearing: March 9, 2022



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Town of Greenwood
Town Hall
West Market Street
Greenwood, DE 19950

Official Zoning Map

Legend

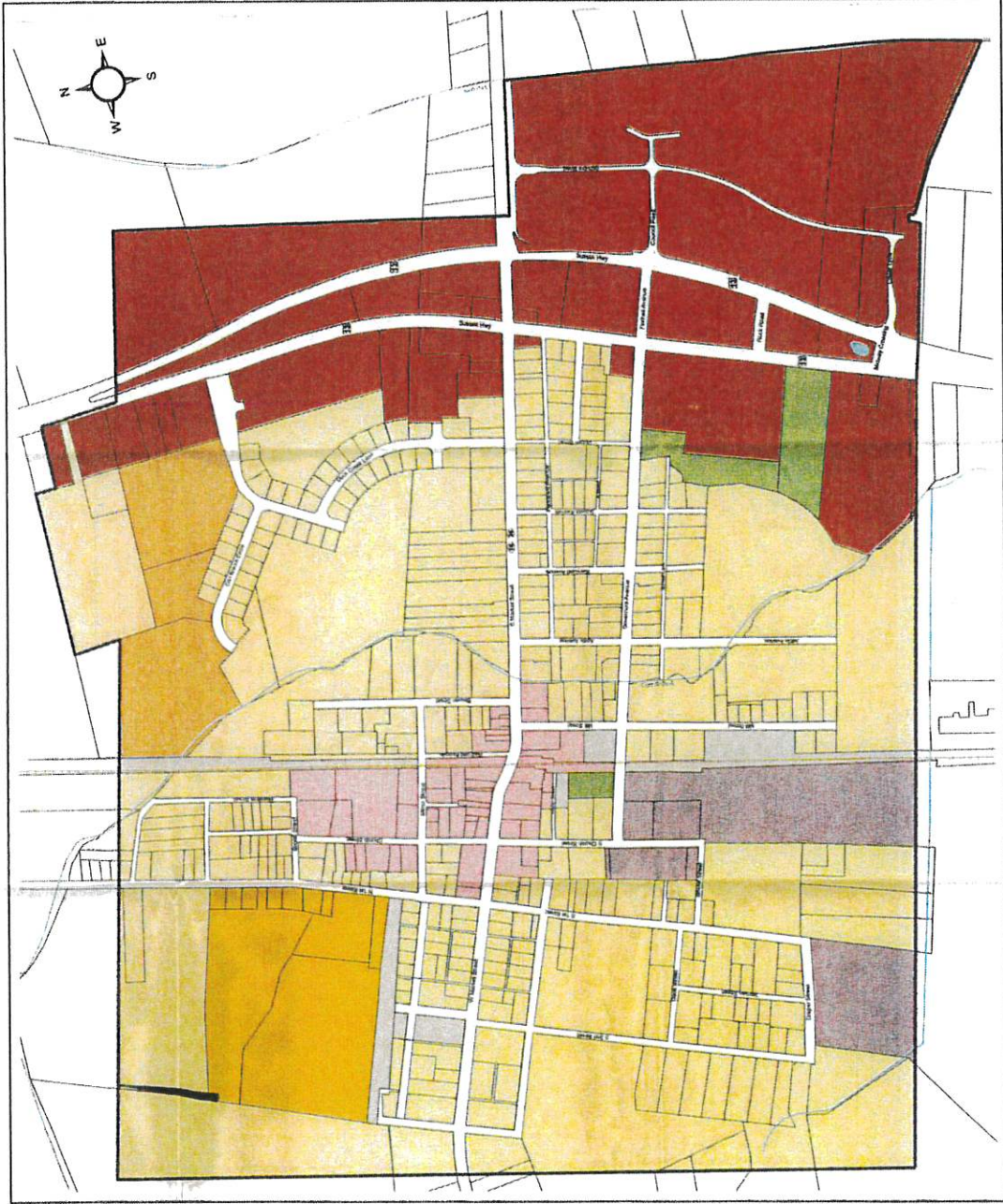
- Greenwood Town Limits
- Roadways
- Ponds
- Streams and Ditches
- Rail Line
- Tax Parcels
- Proposed Zoning
- Downtown Commercial
- Highway Commercial
- Manufacturing and Industrial
- Open Space
- R1 Low Density Residential
- R2 Medium Density Residential
- R3 High Density Residential
- Residential Planned Community (RPC)
- Utility

Adopted January 6, 2009

Willard T. Russell, Mayor
Daniel P. Nelson
James E. Palmer
Aunt E. Hargraves
Donald E. Donohoe

DMW

DAFT MCCUNE WALKER INC



This drawing has been prepared, in part, based on public domain information and is not intended to be used for any purpose other than that for which it was prepared. The DMW, Inc. cannot verify its accuracy and assumes no responsibility for any errors or omissions incorporated into it.

Tax Parcels per Sussex County
Official Zoning Map modified from Comprehensive Plan
Figure 8, prepared by DMW, Inc. January 2008.



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ORDINANCE 2022-05

**LANDS OF QUEENA MAST AND MARK YODER FOR A CONDITIONAL USE
ON +/- .0001 ACRES OF LAND LOCATED AT
2 N. FIRST STREET, GREENWOOD**

PRESENT USE: R-1

PROPOSED USE: R-3

**APPLICANT PROPOSES TO USE PROPERTY FOR A LODGING HOUSE FOR ELDER CARE
TAX MAP PARCEL NO. 530-9.16-27.00**

WHEREAS, the Use Chart found in Ordinance A-1 provides that lodging houses may be permitted subject to receiving a conditional use from Town Council; and

WHEREAS, the applicants are converting a residence into a lodging house for elder care;

WHEREAS, the Town of Greenwood Planning Commission considered the application during its meeting on March 8, 2022, at which time the interested parties commented publicly on the application allowing an informed recommendation to be forwarded to Town Council, and

WHEREAS, the Mayor and Town Council held a duly advertised public hearing on the application to allow for additional public comment and further review of the application, after which the conditional use was approved through adoption of this ordinance; and

WHEREAS, as required by the Town Zoning Ordinance, the public notice was published in Cape Gazette on _____, posted at Town Hall and in two public places, provided to property owners within 200 feet of the subject parcel, and posted on the subject parcel;

NOW, THEREFORE, BE IT RESOLVED THE TOWN OF GREENWOOD HEREBY ORDAINS as follows:

Section 1. The adoption of this Ordinance a conditional use permit is hereby granted to Queena Mast and Mark Yoder to allow for a lodging house for elder care on +/- .0001 acres of land located at 2 North First Street, Greenwood, Delaware, Tax Map Parcel No. 530-9.16-27.00.

Section 2. Any future use of the property must comply with Ordinance A-1 of the Town Code.

Section 3. Scheduled Dates:

Planning Commission Review & Public Hearing: _March 8_, 2022
City Council Review & Public Hearing: March 9, 2022



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ORDINANCE 2022-06

LANDS OF QUEENA MAST AND ETHAN MAST FOR A CONDITIONAL USE
ON +/- .0001 ACRES OF LAND LOCATED AT
102 NORTH STREET, GREENWOOD

PRESENT USE: R-1

PROPOSED USE: R-3

APPLICANT PROPOSES TO USE PROPERTY FOR A LODGING HOUSE FOR ELDER CARE
TAX MAP PARCEL NO. 530-9.16-29.03

WHEREAS, the Use Chart found in Ordinance A-1 provides that lodging houses may be permitted subject to receiving a conditional use from Town Council; and

WHEREAS, the applicants are converting a residence into a lodging house for elder care;

WHEREAS, the Town of Greenwood Planning Commission considered the application during its meeting on March 8, 2022, at which time the interested parties commented publicly on the application allowing an informed recommendation to be forwarded to Town Council, and

WHEREAS, the Mayor and Town Council held a duly advertised public hearing on the application to allow for additional public comment and further review of the application, after which the conditional use was approved through adoption of this ordinance; and

WHEREAS, as required by the Town Zoning Ordinance, the public notice was published in Cape Gazette on _____, posted at Town Hall and in two public places, provided to property owners within 200 feet of the subject parcel, and posted on the subject parcel;

NOW, THEREFORE, BE IT RESOLVED THE TOWN OF GREENWOOD HEREBY ORDAINS as follows:

Section 1. The adoption of this Ordinance a conditional use permit is hereby granted to Queena Mast and Ethan Mast to allow for a lodging house for elder care on +/- .0001 acres of land located at 102 North Street, Greenwood, Delaware, Tax Map Parcel No. 530-9.16-29.03.

Section 2. Any future use of the property must comply with Ordinance A-1 of the Town Code.

Section 3. Scheduled Dates:

Planning Commission Review & Public Hearing: _March 8_, 2022

City Council Review & Public Hearing: _March 9_, 2022



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